

- (f) Postal data centers schedule.
- (g) Automatic data processing centers schedule.
- (h) Post Office schedule.
- (i) Other facility schedules.

§263.5 Records disposal.

All disposals of records containing sensitive information, i.e. transfers to records storage centers, destruction, transfers external to the USPS, and maintenance of accounting records regarding such disposal, must be accomplished in accordance with procedures issued by the Records Office.

[40 FR 45722, Oct. 2, 1975, as amended at 60 FR 57344, Nov. 15, 1995]

§263.6 Inquiries.

Inquiries regarding records retention and disposal should be directed to the Manager, Payroll Accounting and Records, U.S. Postal Service, 475 L'Enfant Plaza SW, Washington, DC 20260-5243, or, by telephone, to the Records Specialist, telephone number (202) 268-4869.

[60 FR 57344, Nov. 15, 1995]

PART 264—VITAL RECORDS

Sec.

264.1 Purpose and scope.

264.2 Policy.

264.3 Responsibility.

264.4 Vital Records Program.

AUTHORITY: 39 U.S.C. 401.

SOURCE: 44 FR 51224, Aug. 31, 1979, unless otherwise noted.

§264.1 Purpose and scope.

Certain records are critical to the continuity of Postal Service operations or to the preservation of the rights and interests of the Postal Service, its employees, contractors or customers. To ensure that these records are available when needed, specific controls are required which affect all organizational components having the custody of records defined as being "vital."

§264.2 Policy.

It is the policy of the U.S. Postal Service to ensure the availability of all records considered critical to the continuity of its operations and the preservation of the rights and interests of

the Postal Service, its employees, contractors, and customers. Vital records shall be routinely maintained at predesignated off-site locations to ensure their availability when needed by management and operating personnel.

§264.3 Responsibility.

(a) *Manager, Payroll Accounting and Records.* The Manager, Payroll Accounting and Records, is responsible for categorizing records as vital and shall establish and maintain the vital records program, insofar as rights and interests records are concerned, and ensure compliance with supportive procedures.

(b) *Chief Postal Inspector.* As the Postal Service's Emergency Coordinator, the Chief Postal Inspector (with the assistance of Headquarters and Regional Emergency Coordinating Committees and the advice of the Records Office) shall establish and maintain a program to ensure that emergency operating records are available at predesignated off-site locations for use during a national emergency.

(c) *Custodians.* Custodians are responsible for following vital records program procedures including the forwarding of vital records to predesignated off-site locations.

[44 FR 51224, Aug. 31, 1979, as amended at 60 FR 57344, Nov. 15, 1995]

§264.4 Vital Records Program.

Complete procedures concerning the identification, categorization, processing, protection, and transfer of vital records are provided by the USPS Records Office or the USPS Emergency Coordinator, as appropriate.

[44 FR 51224, Aug. 31, 1979, as amended at 60 FR 57344, Nov. 15, 1995]

PART 265—RELEASE OF INFORMATION

Sec.

265.1 Purpose and scope.

265.2 Policy.

265.3 Responsibility.

265.4 Inquiries.

265.5 Public reading rooms.

265.6 Availability of records.

265.7 Procedure for inspection and copying of records.